



TEACHING ASSISTANT,
CORRECTIONAL FACILITY (CF)
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
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EXAMINATION BASE	DEPARTMENTAL FOR: CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
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WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.
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HOW TO APPLY	<p>Submit Qualifications Assessment</p> <p>By mail to: Department of Corrections and Rehabilitation Office of Workforce Planning P.O. Box 942883 Sacramento, CA 94283-0001</p> <p>or</p> <p>In person at: Department of Corrections and Rehabilitation 1515 S Street Sacramento, CA 95811-7243 Attn: Office Of Workforce Planning, 101N</p> <p>If you are personally delivering your Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.</p> <p>The Qualifications Assessment for the Teaching Assistant, CF examination is available from the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Education/SA/TeachingAsstQA-O-C.pdf, or in person at the street address listed above.</p> <p>NOTE: Only Qualifications Assessments with an original signature will be accepted.</p>
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APPLICATION DEADLINE/ REQUIREMENTS	Qualifications Assessments will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her Qualification Assessment.
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TEST DATE	To learn more about the examination date(s), contact the Office of Workforce Planning at (916) 322-2545.
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SALARY RANGE(S)	As of: <u>November 12, 2015</u> \$2,417 - \$3,026
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MINIMUM QUALIFICATIONS	<p>Education: Equivalent to completion of the twelfth grade.</p> <p>NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.</p> <p>Special Personal Characteristics: Understanding of and willingness to work with students residing in a State correctional facility; empathetic and objective understanding of the problems of youthful offenders/inmates in custody; patience; willingness to work impartially with students of various cultural backgrounds and students with learning disabilities.</p> <p>Special Physical Characteristics: Persons appointed to positions in this class must reasonably be expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees, or youthful offenders/inmates.</p> <p>Assignments may include sole responsibility for the supervision of youthful offenders/inmates and/or the protection of personal and real property.</p> <p>Additional Desirable Qualifications: Completion of additional college level work in basic or special education instruction; fluency in one or more of the current institution population languages; knowledge of instructional methods for students with limited English proficiency.</p> <p>Juvenile Justice Facilities, Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Division of Juvenile Justice, Education Services Branch, shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, "No person who has been convicted of a violent or serious felony shall be employed by a school district.</p>
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MINIMUM QUALIFICATIONS (CONTINUED)	Division of Juvenile Justice employment requirement: Under Title I of the No Child Left Behind Act, All persons seeking employment as Teaching Assistants hired after January 8, 2002, and working in a program supported with Title I funds must complete two years of college (48 units); or have obtained an Associate's (or higher) degree; or meet a rigorous standard of quality and be able to demonstrate, through formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics.
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EXAMINATION PLAN	EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualification Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualification Assessment.
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The Qualification Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualification Assessments rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATION ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualification Assessments will be eliminated from this examination.

Qualification Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. The purposes of the Department of Corrections and Rehabilitation.
- B. Ability to:**
- 1. Communicate effectively at a level necessary for successful performance of the job.
 - 2. Perform basic mathematic computations.
 - 3. Give effective directions in a classroom.
 - 4. Keep records and write reports.
 - 5. Analyze situations and take effective action.
 - 6. Follow directions.
 - 7. Learn electronic word and data processing systems used for computer instruction of students.
 - 8. Gain the interest, respect, and cooperation of students.

ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Teaching Assistant, CF, under general supervision, with direction and monitoring from the classroom teacher, in a State correctional facility in the Department of Corrections and Rehabilitation, assists the classroom teacher in the instructional program for youthful offenders or inmates.</p> <p>Position(s) are located in adult institution(s) and juvenile facilities statewide with CDCR.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS' PREFERENCE/ CAREER CREDITS	Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.
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GENERAL INFORMATION

Veterans' Preference: California law allows the granting of Veterans' Preference in any Open examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

GENERAL INFORMATION
(CONTINUED)

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Services (TRS) DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS